

# How to register an account for the BCT's Offsets Portal

With an Offsets Portal account you will be able to:

- Request a Biodiversity Conservation Fund Charge Quote
- Request to make a payment into the Biodiversity Conservation Fund or
- Submit a credit offer in a BCT Credit Tender

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### Register for an account to use the BCT's Offsets Portal



### Important things to know before registering

### 1. From 26 November 2025 onwards, you will need to register for an account before using the Offsets Portal to:

- Request a Biodiversity Conservation Fund charge quote
- Request to make a payment into the Biodiversity Conservation Fund or
- Submit a credit offer in a BCT Credit Tender (a bid to sell us your biodiversity credits at your preferred price)

### 2. Register and login using a password and one-time verification code sent to your email

This step helps safeguard against common cyber security threats and ensures that only verified, authorised users can access sensitive data. You will need to enter a one-time verification code each time you log in, to ensure your account remains secure.

### 3. How does the registration and log in process work?

Follow the steps on slides 4-17. Here's a summary of what's involved:

- 1. Go to https://offsetsportal.bct.nsw.gov.au/ and select 'Register / Login' and then 'Sign up now'.
- 2. Enter your email address, name, password, and a one-time verification code sent to your email.
- 3. Once BCT verifies the registration request, you'll receive an email confirming that your registration is approved.
- 4. Log in with your email, password and one-time verification code to access the Offsets Portal.

# From 26 November 2025 onwards, Access the Offsets Portal using



https://offsetsportal.bct.nsw.gov.au/



**Biodiversity Offsets Program** 

Home

Account details

Offsets payments Portal

**Credit Offer Portal** 

#### **Biodiversity Offsets Program**

The Biodiversity Offsets Scheme (BOS) is a framework to avoid, minimise and offset impacts on biodiversity from development and clearing, and to ensure land that is used to offset impacts is secured in-perpetuity. The scheme consists of two elements:

- · Developers and landholders who undertake development or clearing, generating a credit obligation which must be retired to offset their activity
- Landholders who establish a biodiversity stewardship site on their land, through Biodiversity Stewardship Agreements (BSA), generating credits to sell to developers or landholders who require those credits, to securely offset activities at other sites.

The purpose of the Biodiversity Conservation Trust (BCT) is to seek strategic biodiversity offset outcomes under the BOS to compensate for the loss of biodiversity due to development and other activities. The BCT has a strategic goal to deliver a strategic biodiversity offsetting service to the developers and landholders of NSW.

The BCT works to achieve this goal by delivering the Biodiversity Offsets Program (BOP). Under the BOP, the BCT secures biodiversity offsets on behalf of developers who opt to pay into the Biodiversity Conservation Fund to meet NSW state and Commonwealth offset obligations of their development approval.

#### Register / Login

Please log in to the Offsets Portal to:

- Request a Biodiversity Conservation Fund quote,
- Make a payment into the Biodiversity Conservation Fund, or
- · Submit a credit offer in a BCT Credit Tender.

Please create an account for the Offsets Portal via the 'Register' link below.

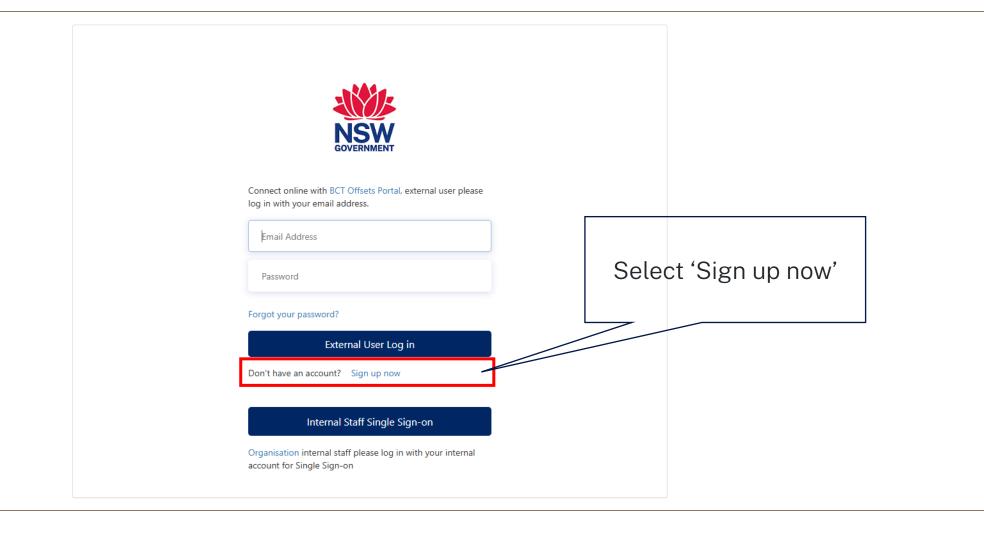
Register / Login

Select 'Register / Login'





### Select 'Sign up now'





# Enter your email address and request a one-time verification code



### Find the email with the one-time verification code



### NSW DPHI Business Application Online Access - User Sign Up or Reset Password



DPIE Online Access Test Do Not Reply Mailbox

Your one-time security code for sign up or password reset is 941571. Please use this code to sign up or reset your password.

NOT REPLY TO THIS E-MAIL | THIS E-MAIL ACCOUNT IS USED FOR OUTGOING MESSAGES ONLY.



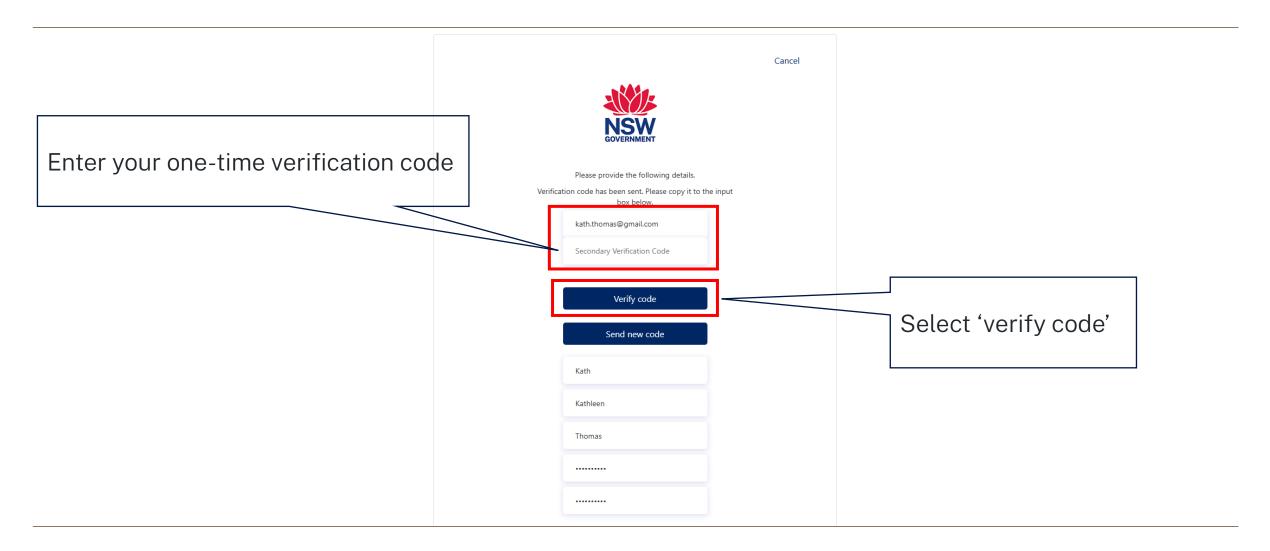
www.environment.nsw.gov.au

Check your inbox for an email with your one-time verification code.

Remember to check your junk folder if you can't find it in your inbox.

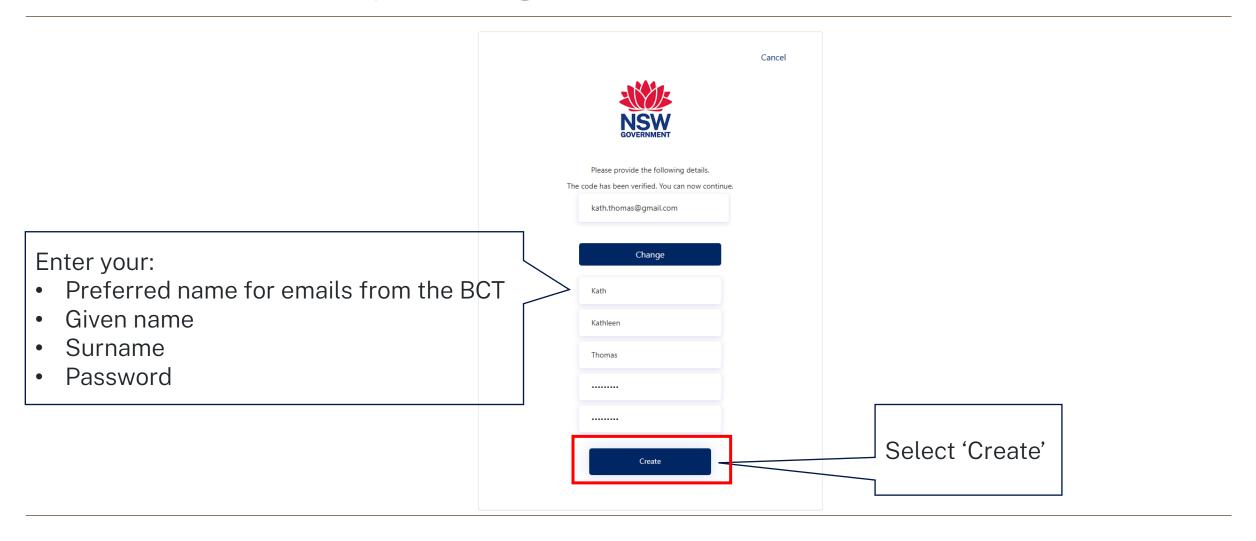
# Enter your one-time verification code







# Enter your details and select 'Create' to submit your registration to the BCT



# Registration request confirmed





**Biodiversity Offsets Program** 

Home Account details

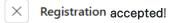
### Registration received

We have received your registration. Once we complete the review of your registration you will be able to use this website. Please check back later.

You should see this message confirming your registration request has been received by the BCT.

### **BCT** accepts your registration







no-reply=bct.nsw.gov.au@bop.dpie.nsw.gov.au on behalf of no-reply@bct.nsw.gov.au

To: You

Hi .Kath,

Your registration to the BCT's Offsets Portal has been accepted.

You can now login to the Offsets Portal using the link below to:

- Request a Biodiversity Conservation Fund Quote
- · Request to make a payment into the Biodiversity Conservation Fund
- · Submit a credit offer in a Credit Tender

#### https://offsetsportal.bct.nsw.gov.au/

#### Biodiversity Offset Program

The Biodiversity Offsets Program facilitates biodiversity offsets for development approval compliance, ensuring conservation and management of biodiversity in NSW.

offsetsportal.bct.nsw.gov.au

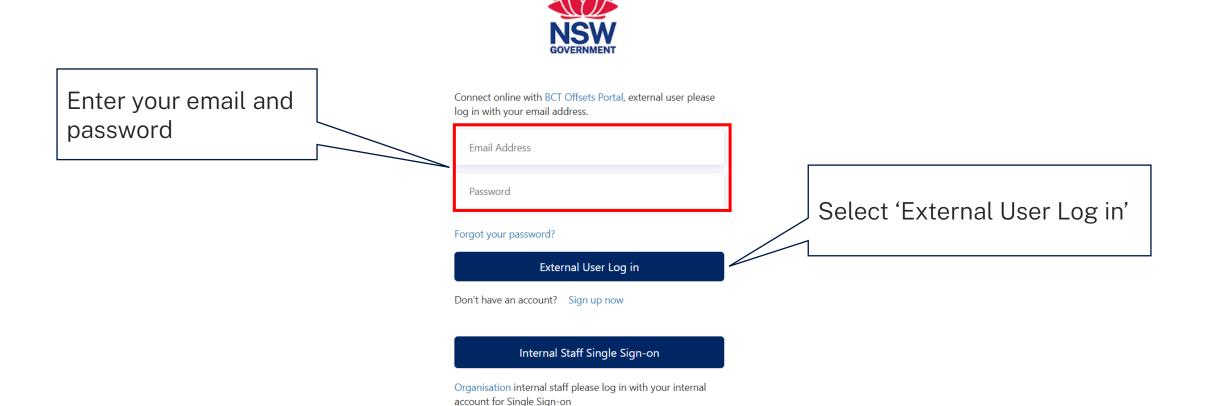
Kind regards, BCT Biodiversity Offsets Program You will receive an email notifying you that your registration is accepted.

You can now access the Offsets Portal.

### Log in to the Offsets Portal

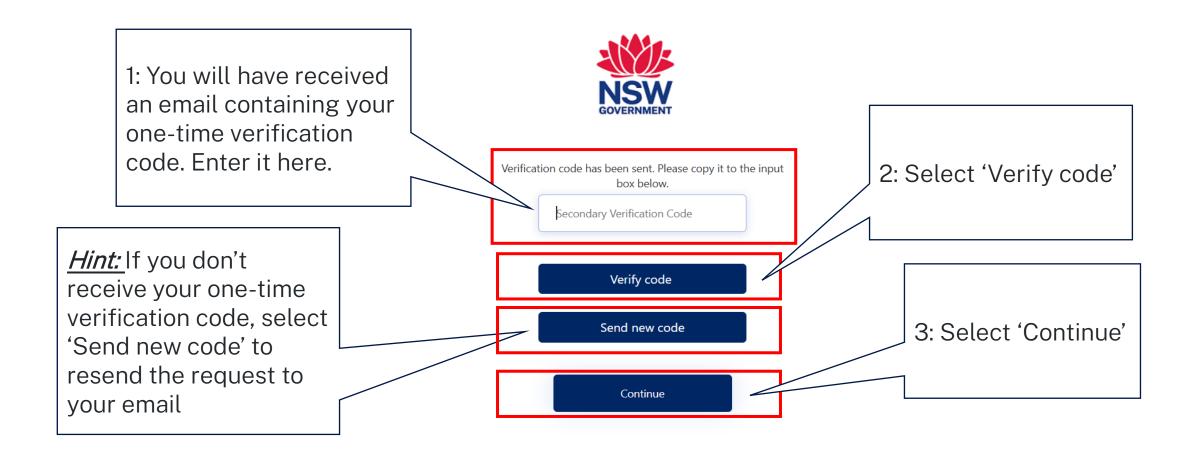


Go to 'https://offsetsportal.bct.nsw.gov.au/'



### **Enter your one-time verification code**





### Navigate to 'Account details'





**Biodiversity Offsets Program** 

Navigate to the 'Account details' tab

Account details

Offsets payments Portal

**Credit Offer Portal** 



#### **Biodiversity Offsets Program**

The Biodiversity Offsets Scheme (BOS) is a framework to avoid, minimise and offset impacts on biodiversity from development and clearing, and to ensure land that is used to offset impacts is secured in-perpetuity. The scheme consists of two elements:

• Developers and landholders who undertake development or clearing, generating a credit obligation which must be retired to offset their activity

Home

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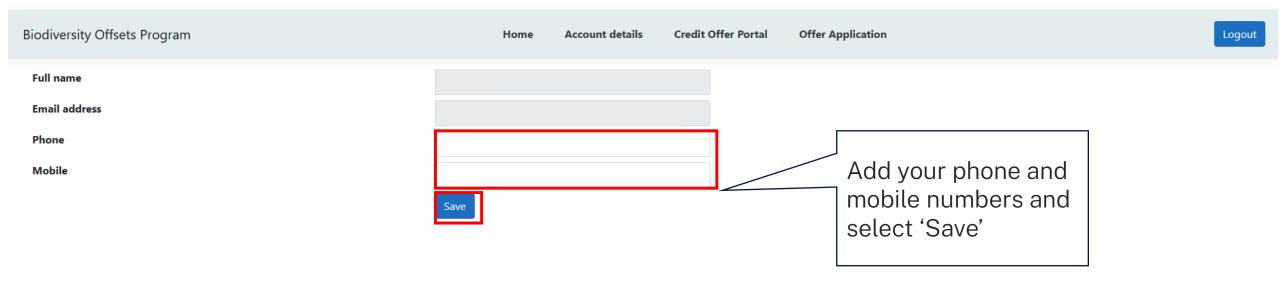
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## **Update your contact information**





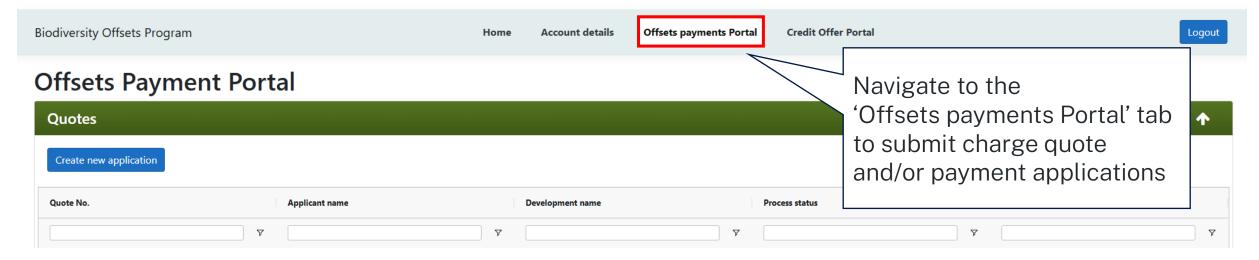


Hint: Updating your phone number allows the BCT to contact you if there's any issues with your access to the Offsets Portal

# Navigate to 'Offsets payments Portal' for your charge quote and payment applications





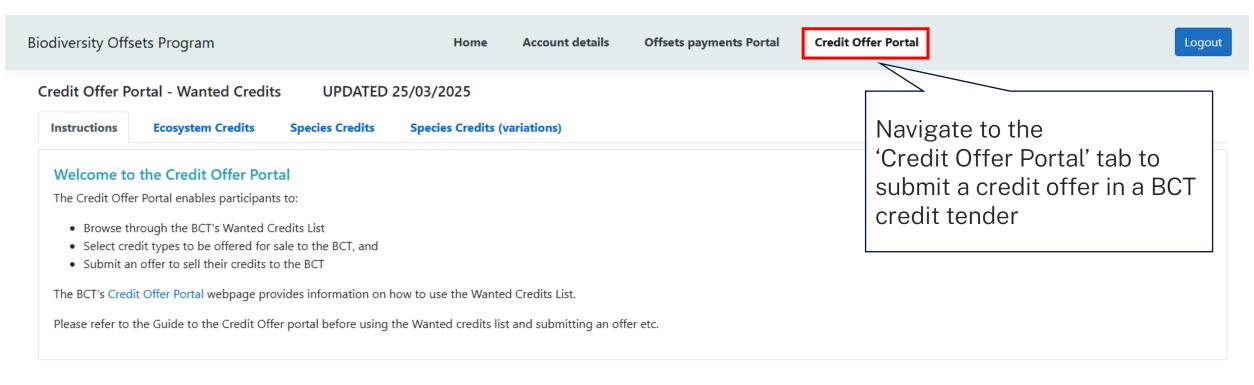


Hint: Skip this slide if you want to submit a credit offer in a BCT Credit Tender

# Navigate to 'Credit Offer Portal' to submit a credit offer in a BCT Credit Tender







# **Contact us**



For technical assistance or to provide feedback, please email us at offsets@bct.nsw.gov.au

Thank you for registering an account to use the Offsets Portal

